

September 16, 2004

TO ALL CONSULTANTS

RE: EOI Based Selection of Engineering Consultant
Order for Professional Services No. 2072
Supervision of Construction Services for
Contract No. R-1485
Signing Improvements and Repairs
MP 82.15 to MP 117.41

Dear Consultant:

The New Jersey Turnpike Authority (Authority) invites Expressions of Interest (EOI) for a "Simple Project" from Engineering Consultants prequalified and eligible in Profile Code B153: Roadway Construction Inspection, and registered as SBEs by the New Jersey Commerce and Economic Growth Commission for professional services associated with Signing Improvements & Repairs, MP 82.15 to MP 117.41.

Attached is a list of all consultants prequalified and eligible to submit an EOI for the above referenced project.

The requested EOI is for Construction Supervision Services for Contract No. R-1485, Signing Improvements & Repairs, MP 82.15 to MP 117.14. Said services shall be performed in accordance with the Turnpike Authority's Construction Manual.

Contract No. R-1485 consists of repairing the damage sustained to two bridge mounted ESW/SL sign systems, one located at the Sullivan Way structure at Mile 82.15, and the other at the Wood Avenue structure at Mile 97.20, and the replacement of changeable message sign face text panels and partial rewiring at six (6) changeable message sign locations. The estimated construction cost for Contract No. R-1485 is \$440,000.

Contract No. R-1485 preliminary Plans & Specifications are available for review at the Turnpike Authority's Engineering Department Woodbridge Headquarters, Woodbridge, NJ (former Garden State Parkway Administration Building), which is located at the Intersection of the Garden State Parkway and Route 184. Consultants can arrange to review these documents by contacting John Ferrandino, Chief Draftsman, at 732-442-8600 (Ext. 2220).

All prequalified and eligible firms which can provide a committed full-time staff consisting of a Resident Engineer/Inspector, one part-time inspector and one part-time Project Manager to provide the services described herein, are encouraged to submit an EOI. The firms must demonstrate prior successful completion of same magnitude assignments within the last five years for similar high traffic volume, multi-lane expressway facilities, utilizing single lane closings with the adjacent lanes open to traffic. The overall project is estimated to take seven (7) months. It is anticipated that the contract will be awarded at the November 30, 2004 Commission Meeting. Construction on this project is scheduled to begin on or about January 4, 2005 and be completed in six (6) months.

Evaluation and Submission Requirements

Qualified firms in being considered for these services must submit five (5) copies of an Expression of Interest, which must contain the following information:

- 1) Letter of Interest not exceeding five (5) single-sided, letter-sized pages summarizing the firm's:
 - 1) Experience of the Firm on Similar Projects (including key person names/addresses/telephone numbers for three (3) client references)
 - 2) Resident Engineer's Qualifications and Relevant Experience
 - 3) Key Personnel Qualifications and Relevant Experience
 - 4) Understanding the Project and Authority's Needs
 - 5) Approach to the Project (the estimate of hours will be Evaluated under this rating factor)
 - 6) Firm's Commitment and Ability to Perform the Proposed Work and Outstanding Work with the Authority
 - 7) Commitment to Quality Management
- 2) An organizational chart not exceeding one (1) single-sided page showing key personnel names, position, title and reporting relationships.
- 3) One page single-sided resume for up to three (3) key project personnel stating relevant experience including dates of assignments and professional qualifications.
- 4) A man-hour estimate, exclusive of overtime, for each staff member anticipated to be required for providing the services outlined herein (1 page).
- 5) Disclosure Form for the firm or for each member of the joint venture, and all subconsultants (available on the Authority's Web-site under Professional Services, Supplemental Forms).
- 6) U.S. Government Form 254 for the firm or for each member of the joint venture.
- 7) Affirmative Action Requirements (see Attachment to EOI Solicitation).
- 8) Affidavit of Eligibility/Disclosure of Material Litigation (available on the Authority's website under Professional Services, Expression of Interest, Supplemental Forms).
- 9) SBE Certificate of Registration.

The staff you propose in the Expression of Interest (EOI) shall be used in the performance of the

project. If a Consultant is proposing to utilize the same key personnel in multiple Expressions of Interest, one of the following must be provided. Failure to do so may cause the EOI's that have the same personnel proposed to be rejected.

- A. A statement in the EOI that all projects utilizing same staff will be completed on time, and how this will be done, or
- B. A statement in the EOI that the firm voluntarily withdraws one of the EOI's from further consideration if the Authority is giving serious consideration to more than one EOI, or
- C. Alternate organization chart, staff resumes and explanation of consultant's approach to be used by the Authority in evaluating Expressions of Interest if the Authority is giving serious consideration to more than one Expression of Interest.

Expressions of Interest are limited to a total of twelve (12) single-sided letter-sized (8¹/₂" x 11") pages, exclusive of the Disclosure Form, Form 254, Affirmative Action statement forms, and the signed Affidavit of Eligibility/Disclosure of Material Litigation Form. This page limitation shall be increased to 17, if the Consultant must exercise Option C above. The additional 5 pages shall include information for alternate staffing as follows:

- 1) An alternative organization chart not exceeding one (1) single-sided page showing key personnel names, position, title and reporting relationships.
- 2) One page single-sided resume for up to three (3) alternative key project personnel stating relevant experience including dates of assignments and professional qualifications.
- 3) Allowance for one (1) single-sided letter-size page, if necessary, to explain the consultants approach to the project if it would be handled differently as a result of utilizing the alternative personnel.

The Consultant shall not include alternative staffing in their Expression of Interest unless they are required to do so in accordance with Option C. If included in the EOI, the proposed alternative staffing information shall be contained in a separate section of the EOI. It shall not be considered by the Authority in the scoring of the EOI until a point determined to be appropriate by the Authority, if required.

Anything in excess of the page limitations for each of the EOI criteria specified above, will not be read or considered. If the EOI submitted is not in accordance with the specific provisions defined above, it shall be considered incomplete and may be rejected.

The NJTA has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is attached. By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division on Ethical Standards of the State of New Jersey.

Insurance coverages and an indemnification agreement which will be required by the successful Consultant are contained in the attachment entitled "INSURANCE AND INDEMNIFICATION".

All firms must have on file with the Authority a "Professional Service Prequalification Questionnaire" ("PSPQ") prior to the submission date. Expressions of Interest must be submitted no later than 5:00 p.m., October 19, 2004, and delivered to:

New Jersey Turnpike Authority
PO Box 5050
Woodbridge, NJ 07095
Attn: Thomas Wilson, Engineering Department, Highways Section

Consultants will be fully responsible for the delivery of their EOI. Reliance upon the U.S. Mail or other carriers is at the Consultant's risk. Late EOIs will not be considered.

Inquiries concerning the EOI are to be directed, in writing, to J. Lawrence Williams, P.E., Supervising Engineer—Highways, New Jersey Turnpike Authority, P.O. Box 5050, Woodbridge, NJ 07095. Inquiries by FAX are acceptable. The FAX number is (732) 293-3681. The inquiry deadline is 3:00 p.m., October 12, 2004. The Authority will respond to all written inquiries received. Each inquiry will be stated and a written response provided. Responses will be posted on the Internet on October 14, 2004. All Consultants will be responsible for submitting their EOI in accordance with the RFEOI and any modifications, revisions and/or clarifications thereto as a result of the posted responses.

The EOIs will be ranked on the basis of numerical scores. For this project, the rating factors are:

<u>Rating Factors</u>	<u>Weighting (%)</u>
1) Experience of the Firm on Similar Projects	15
2) Resident Engineer's Qualifications and Relevant Experience	20
3) Key Personnel Qualifications and Relevant Experience	15
4) Understanding the Project and Authority's Needs	15
5) Approach to the Project (the estimate of hours will be Evaluated under this rating factor)	15
6) Firm's Commitment and Ability to Perform the Proposed Work and Outstanding Work with the Authority	10
7) Commitment to Quality Management	<u>10</u>
	100%

Following a review of the submitted Expressions of Interest, the Authority will request Fee Proposals of the firms it deems the most qualified. Fee Proposals are to be submitted in a format as per the attached description of requirements within three (3) days after receipt of written or verbal request for a Fee Proposal.

All respondents will be notified at completion of the process regarding their status.

Very truly yours,

Richard J. Raczynski, P.E.
Chief Engineer

RJR/lma

Attachment

cc: R. J. Grimm, P.E.
J. L. Williams, P.E.
T. B. Wilson
File

**CONSULTANT LIST
OPS NO. 2072**

SMALL BUSINESS ENTERPRISE

**PROFILE CODE B153
ROADWAY CONSTRUCTION INSPECTION**

ACT Engineering, Inc.
Alaimo Group
Amercom Corporation
Armand Corporation
Birdsall Engineering, Inc.
Churchill, P.C.
Fralinger Engineering, P.A.
IH Engineers, PC
K S Engineers, P.C.
Kupper Associates
Maitra Associated, PC
Medina Consultants, PC
Naik-Prasad, Inc.
Polytran Engineering Associates, PC
Promatech, Inc.
U. S. International Services, Ltd.

ATTACHMENTS
TO
EXPRESSION OF INTEREST SOLICITATION
FOR
SUPERVISION OF CONSTRUCTION SERVICES FOR

CONTRACT NO. R-1485
Signing Improvements & Repairs
MP 82.15 to MP 117.41

ORDER FOR PROFESSIONAL SERVICES NO. 2072

September 16, 2004

TABLE OF CONTENTS

1. ADMINISTRATIVE AND CONTRACTUAL INFORMATION
2. SCOPE OF SERVICES
3. E.O.I. AND PROJECT SCHEDULE
4. FEE PROPOSAL REQUIREMENTS, PREPARATION AND FORMAT
5. AFFIRMATIVE ACTION
 - Affirmative Action
 - Exhibit AA1
 - Exhibit AA2 (AA-302 form)
6. AFFIDAVIT OF ELIGIBILITY / DISCLOSURE OF MATERIAL LITIGATION
7. CODE OF ETHICAL STANDARDS
8. INSURANCE AND INDEMNIFICATION
9. DISCLOSURE FORM
10. SBE SET ASIDE

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Professional Corporation

Incorporated firms that have not filed a copy of a Certificate of Authorization, as required by NJSA 45:8-56, with the Authority must include a copy of the Certificate with the EOI.

Professional service corporations established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 et seq.), are exempt from this requirement.

Signatures

Fee proposals must be signed by an officer authorized to make a binding commitment.

Incurring Costs

The NJTA shall not be liable for any costs incurred by any consultant in the preparation of its EOI for the services requested by this EOI solicitation.

Addendum to EOI Solicitations

If at any time prior to receiving EOIs it becomes necessary to revise any part of this EOI solicitation, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this EOI solicitation, an addendum to the EOI solicitation will be provided to each consultant.

Acceptance of EOIs

The NJTA may award an Order for Professional Services (OPS) for these services to a proposer that the NJTA determines best satisfies the needs of the NJTA. The EOI does not in any manner or form commit the NJTA to award any OPS. The contents of the EOIs may become a contractual obligation, if, in fact, the proposals are accepted and an OPS is entered into with the NJTA. Failure of a proposer to adhere and/or honor any or all of the obligations of the EOIs may result in cancellation of any award of OPS by the NJTA.

Rejection of EOIs

The NJTA shall not be obligated at any time to award any OPS to any consultant.

Final Contract

Any OPS entered into with a selected consultant shall be a contract that shall be satisfactory to the NJTA in accordance with the laws of the State of New Jersey. It is understood that any OPS that may be awarded will be on the basis of a professional contract for services within the intent of the statutes and laws of the State of New Jersey, specifically N.J.S.A. 27:23-6.1.

Proposers are advised that the following language is included in the OPS regarding professional standard of care:

"The Authority's Chief Engineer may disapprove at any time any item of service by the Consultant if such item is not in accordance with the requirements of this Order for Professional Services or the standard of care of the Consultant as set forth in this Section. The Consultant represents and warrants that it shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of its profession performing the kind of services hereunder and practicing in the same or similar locality at the same time. In the event of nonfulfillment of the foregoing warranty, the Consultant shall promptly re-perform at the written request of the Authority made at any time within a one (1) year period after the Authority's acceptance (by use) of the services, such corrective services (within the original scope of the Consultant's services) as may be necessary to conform to the foregoing warranty; provided further, however, that the Authority's Chief Engineer shall have the right throughout the course of the entire project to review the Consultant's work and request changes and corrections so that the services of the Consultant conform to the requirements of this Order for Professional Services and standard of care. All costs incurred by the Consultant in performing such correction services shall be borne by the Consultant."

Dissemination of Information

Information included in this document or in any way associated with this project is intended for use only by the consultant and the NJTA and is to remain the property of the NJTA. Under no circumstances shall any of said information be published, copied or used, except in replying to this EOI solicitation.

News Releases

No news releases pertaining to this project to which it relates shall be made without NJTA approval and then only in coordination with the issuing office and the NJTA Media Relations Coordinator.

Public Records

Any proposal received from a proposer under this EOI solicitation constitutes a public document that will be made available to the public upon request. A proposer may request the Director of Law to deem certain sections of its EOI containing personal, financial or proprietary information non-disclosable, as permitted by N.J.A.C. 19:9-4.2(a)4, which determination shall be in the sole discretion of the Director of Law.

SCOPE OF SERVICES

GENERAL

The Consultant shall provide services which will include, but will not be limited to, inspecting all work to ensure that it is done in compliance with the contract plans and specifications, inspecting all construction materials to be used at the site to ensure compliance with the contract plans and specifications, obtaining certifications of all manufactured materials, maintaining as-built information and the preparation of "as-built" plans, and all such other services as may be required to furnish a complete engineering service of high quality. The construction supervision services shall be provided in accordance with the Turnpike Authority's Construction Manual.

Specifically, the Consultant further agrees to:

1. Assume responsibility for the full time inspection of construction, and assign sufficient experienced, responsible personnel to man a project of this nature and size. The quality, extent and details of the field inspection provided shall ensure proper control and shall meet with the approval of the Authority.
2. The Consultant is required to designate a Managing Principal for the project. It is expected that the Managing Principal attend the Preconstruction Conference, along with an orientation with the Authority's Engineering and Operations Departments. Also he must be available should incidents occur that are critical in nature. This includes responding to calls from the Turnpike staff to be present in the field to observe and/or assist with incidents that affect Turnpike traffic. These call-outs may be at night, and the Managing Principal must be reachable 24 hours a day.
3. Provide a Resident Engineer/Inspector NICET IV during all periods of construction activity to perform construction inspection and administrative services for cost control, progress control and quality control. Said Engineer must be experienced in the administration, supervision and inspection of Turnpike/Parkway or Interstate highway project.

The Resident Engineer/Inspector must have 10 years of construction related experience, at least half of which has been at the Resident Engineer level. Said Engineer must have experience in roadway signing/lighting work.

The Resident Engineer/Inspector or person in responsible charge at the job site shall have a cellular phone and a pager in his possession at all times for his use in communicating with the Authority's Project Engineer and the Authority personnel. In addition, the Consultant shall provide one part time Inspector, when necessary, for the site work portion of this contract.

The duties of the Resident Engineer shall include, but not be limited to, the following:

- a) Attend a Preconstruction Conference and other meetings as directed by the Authority.

- b) Coordinate lane closing requests from the contractor.
- c) Instruct all testing laboratories hired by the Authority as to testing needs and to review all testing reports.
- d) Inspect all construction materials to be used at the site to ensure compliance with plans and specifications.
- e) Review material certifications as required.
- f) Inspect all construction activities to ensure quality of workmanship.
- g) Provide full-time construction supervision during resurfacing operations.
- h) Maintain daily records of the numbers and classification of workers employed by the contractors.
- i) Prepare and approve monthly or bi-monthly Certificates for Payment.
- j) Prepare and recommend for payment any and all contract Change Orders that may be required.
- k) Prepare daily reports of all construction and engineering field work on appropriate forms supplied by the Consultant.
- l) Prepare and forward to the Authority weekly quantity summaries for each item of the contract.
- m) Prepare bi-weekly narrative reports of progress problems, if any, for transmittal to the Chief Engineer.
- n) Review and approve the contractor's progress schedule.
- o) Review and approve all testing laboratory invoices.
- p) Maintain records covering running totals of quantities and costs while construction is in progress.
- q) Review, approve and process all shop drawings, catalog cuts and methods of work and equipment.
- r) Maintain daily records of the type and size of equipment used on all construction operations.
- s) Review traffic protection procedures.

- t) Perform tests required to ensure material compliance with the plans and specifications.
- u) Review and approve lane closing request forms prepared by the contractor prior to submitting forms to the Authority for final approval.
- v) Review the Contract Documents and familiarize himself/herself with, and verify in the field, all evident Electronic Toll Collection (ETC) facilities (in particular installation of fiber optic cable and its ancillary facilities) and any relocation and/or protection requirements identified in the Contract Documents.
- w) The Resident Engineer shall also be familiar with the Contractor's requirements to comply with the "One Call Law" and the N.J. Board of Public Utilities Excavator Handbook for damage prevention of buried utilities. The One Call System can be reached by dialing 1-800-272-1000 a minimum of three (3), but no more than ten (10), business days in advance of excavation work or other activity that may adversely affect the ETC facilities.
- x) Review with the Contractor, at the Preconstruction Meeting, the Contract requirements for working at and/or in the vicinity of Authority ETC facilities.

A FIBER OPTIC CABLE CONTRACT DOCUMENTS REVIEW CERTIFICATION Form FOC 2/22/00 shall be completed and signed by the Resident Engineer and delivered to the Authority no less than three (3) days prior to the preconstruction conference. This document is found on the Turnpike Authority's website on the "Current Expressions of Interest Solicitations" page at <http://www.state.nj.us/turnpike/eoiserv.htm> under the section entitled "Supplemental Forms."

- 4. Review any contractor's claims and make recommendations with regard to payment of such claims, if requested by the Authority, except as hereinafter provided. Where the performance of such review requires unreasonable time and personnel and is considered by the Authority as "Extra Work", the Authority may increase the payment to the consultant and therefore the consultant shall be paid equitably for such services and expenses as may be mutually agreed upon by the consultant and the Authority.
- 5. Furnish accurate "as-built" construction drawings to the Authority, on mylars provided by the Authority.
- 6. Participate in the final inspection of the completed work, measure all pay items of work and certify that the work has been completed in accordance with the plans and specifications, and that the final estimate of payment to the contractor is correct.

E.O.I. and PROJECT SCHEDULE

<u>ITEM</u>	<u>DATE</u>
Closing Date for Submittal of E.O.I. Inquiries	October 12, 2004
Closing Date for Submittal of E.O.I.	October 19, 2004
Request Fee Proposal from Selected Firms	November 4, 2004 (Approximate)
Submittal of Fee Proposal	Within 3 days of Request by NJTA
Anticipated Approval by NJTA Commissioners	November 30, 2004
Notice to Proceed	December 15, 2004 (Approximate)
Start of Construction	January 4, 2005 (Approximate)
Completion of Construction	June 15, 2005 (See Note)
Completion of Assignment	August 15, 2005

Note: Depending on the severity of the 2005 winter, the contractor may be precluded from working and may be shut down for an extended period of time. If a shut down occurs, construction supervision services will be suspended until the contractor resumes work. This may delay contract completion currently estimated to be June 15, 2005 until August 15, 2005.

FEE PROPOSAL REQUIREMENTS, PREPARATION AND FORMAT

Following a review of submitted Expressions of Interest, the Authority will request a Fee Proposal from the firm(s) it deems the most qualified. If requested, the Fee Proposal shall be submitted in a sealed envelope, or faxed if requested.

The Fee Proposal shall be submitted as a cost-plus fee based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier not to exceed 2.20, plus direct expenses and subconsultant services at cost. Subconsultant Services shall not exceed a multiplier of 2.20. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in this EOI solicitation.

If cost of living or merit increases are anticipated during the life of the project, the rates shall be increased accordingly with a statement as to the percent increase included. If such a statement is not provided, wage rate increases for cost of living or merit will not be approved.

Direct expenses shall include mileage and tolls. Mileage will be paid at the prevailing rate. Only on the job mileage is reimbursable.

Subconsultant services are those required services performed by other firms at the Consultant's direction. These services in excess of \$5,000 must be approved in advance by the Authority.

Salaries shall be charged at the Consultant's standard or overtime hourly rates. Individual standard and overtime rates must be approved by the Authority prior to commencement of work or whenever the consultant proposes that an individual's rate be changed during the term of this OPS. Except for overtime worked on construction supervision during permissible contract working hours, approval of overtime must be issued by the Authority. The Fee Proposal should be based on the Scope of Services outlined in this attachment. It is anticipated that the services required to be provided by the consultant will include:

- Project Manager - Part Time
- Resident Engineer/Inspector - Full Time
- Inspector - Part Time – If and when required during the course of construction
- Draftsperson - As required for preparation of As-Built drawings

AFFIRMATIVE ACTION

The consultant must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin or handicap.

In addition, the consultant must state in the EOI that it agrees to fulfill all requirements and goals. The appropriate form must be completed and submitted to the NJTA by the selected consultant immediately after being notified of award of the OPS.

Exhibit AA1 - Mandatory Language for Professional Service Contracts.

Exhibit AA2 - AA-302 Form.

However, if a firm maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in place of the AA-302 Form.

EXHIBIT AA1
P.L. 1975, c. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this Order for Professional Services, the Consultant agrees as follows:

- (a) The Consultant or Subconsultant, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The Consultant will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.
- (b) The Consultant or subconsultant, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.
- (c) The Consultant or subconsultant, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Consultant's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The Consultant or subconsultant, where applicable, agree to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- (e) The Consultant or subconsultant agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C. 127, as amended and supplemented from time to time.
- (f) The Consultant or subconsultant agrees to inform in writing appropriate recruitment agencies in the

area, including employment agencies, placement bureaus, colleges, universities, labor unions, that is does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

(g) The Consultant or subconsultant agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

(h) The Consultant or subconsultant agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

(i) The Consultant and its subconsultant shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

AFFIDAVIT OF ELIGIBILITY/DISCLOSURE OF MATERIAL LITIGATION

The Consultant must submit an Affidavit of Eligibility/Disclosure of Material Litigation on the form available on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "Affidavit of Eligibility Form."

CODE OF ETHICAL STANDARDS

By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division of Ethical Standards of the State of New Jersey. The Code of Ethical Standards is available on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "NJTA Code of Ethical Standards."

INSURANCE AND INDEMNIFICATION

Insurance coverages and an indemnification agreement, which will be required by the successful Consultant, are listed on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "Routine Order For Professional Services Agreement."

DISCLOSURE FORM – OUTSTANDING WORK FORM

Submission of the form titled “Disclosure Form—Outstanding Work” is required for the firm or for each member of the joint venture, and all subconsultants and is available on the Authority’s website under Professional Services, Expression of Interest, Supplemental Forms.

Please be advised that the Disclosure Form must allot for all work being performed for the Turnpike Authority, which includes both the Turnpike and Parkway.

Please be advised that the Disclosure Forms required to be submitted to the Authority have been revised. Revised forms can be found on the Authority’s Website, with the revised date of 09/14/04. Be further advised that the correct Disclosure Forms must be submitted. Old forms will not be accepted.

SBE SET ASIDE

NEW JERSEY TURNPIKE AUTHORITY SMALL BUSINESS ENTERPRISE SET - ASIDE PROGRAM

It is the policy of the New Jersey Turnpike Authority (the “Authority”) that Small Business Enterprises (“SBE”) as determined and defined by the New Jersey Commerce and Economic Growth Commission (“Commerce Commission”) and the Department of the Treasury (“Treasury”) in N.J.A.C. 12A:10A-1 et seq. have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these SBE's for the issuance of certain Orders for Professional Services (OPS).

Accordingly, for this procurement, Expressions of Interest (EOI) will only be accepted from prequalified Consultants who are registered with the Commerce Commission as a SBE. The Consultant shall submit proof of its SBE registration as part of the EOI at the time EOI's are due. EOI's received from firms not registered with the Commerce Commission at the time EOI's are due will not be reviewed.